Submitting Step-2 ROSES proposals

Many program elements in ROSES use a 2-step process described in Section IV(b)vii of the *ROSES Summary of Solicitation*. In the two-step process optional NOIs are replaced by mandatory Step-1 proposals. For ROSES program elements that have "Step-1" and "Step-2" proposal due dates, submission of a Step-1 proposal is an absolute prerequisite to submit a Step-2 proposal.

This document lays out the general steps for the creation of Step-2 proposals. Note that these instructions used screen shots from SHP12; the general process for other programs is the same, although there may be minor differences per program.

Please note that your ability to create a Step-2 proposal is not enabled in NSPIRES until Step-1 decisions are made and the Step-2 structure is published. Once you receive an email from NSPIRES telling you that a decision has been made about the Step-1 opportunity, the Step-2 structure will be available for proposal creation and submission. Please note that the Step-2 structure is the ONLY structure that will be open at this time. Thus even though the system may not say "Step-2 proposal", you will be in the correct place. Please contact the NSPIRES Help Desk (contact info at the end of this document) if the Step-2 structure is still not available two days after you receive the NSPIRES notification of the Step-1 decision.
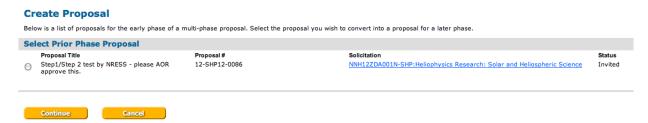
IMPORTANT NOTE: Note that you cannot change the submitting organization between Step-1 and Step-2 without special intervention. If you have moved since Step-1 was submitted, please immediately get an NSPIRES Affiliation with your new organization, find out the name of the new AOR, update your NSPIRES contact information and contact the point of contact listed at the bottom of your program element in the summary table of key information and cc sara@nasa.gov and skeddie@nasaprs.com. Do not create a Step-2 proposal until you've been in touch; you will not be able to change the submitting organization or submit it and so will waste your time.

Log into NSPIRES and select "Create proposal" as per usual.

Select "Prior-phase Proposal" and click Continue.

After selecting Continue, you will see your Step-1 proposal. Sorry, this test proposal has a silly title – hopefully yours was more logical. Note that the Status (right column in screen shot) below is "Invited". Depending on the requirements of the program element, there may be a different status here (e.g., "Encouraged" or "Discouraged"). If your proposal shows any other status (e.g., "Declined" or "Not Invited"), you will not be able to create a Step-2 proposal. Please refer to the program element to which you are proposing for the rules and if you have questions send email to the point of contact listed at the end of the program element in the summary table of key information.

Create Proposal

Below is a list of proposals for the early phase of a multi-phase proposal. Select the proposal you wish to convert into a proposal for a later phase.

Select Prior Phase Proposal

Proposal Title	Proposal #	Solicitation	Status
○ Step1/Step 2 test by NRESS - please AOR approve this.	12-SHP12-0086	NNH12ZDA001N-SHP:Heliophysics Research: Solar and Heliospheric Science	Invited

[Continue]   [Cancel]

Select the radio button next to your proposal title and click Continue.

The next couple steps will look familiar if you have ever submitted a proposal. Note that some programs indicate that you may not change your title; contact the point of contact listed at the end of the program element in the summary table of key information if this is an issue for you.

Create Proposal

Solicitation Announcement:
Heliophysics Research: Solar and Heliospheric Science

It is recommended that you do not change the title from your previous proposal.

Proposal Title

Step1/Step 2 test by NRESS – please AOR approve this.

[Continue]   [Cancel]

Click Continue

Create Proposal

Link to Submitting Organization

All proposals must be linked to a submitting organization in order to be submitted to NASA. Once the proposal is released, the organization will submit the proposal to NASA as appropriate. While this is a required step in the proposal process, you do not have to specify an organization at this time.

You cannot change the link to the submitting organization between phases. The link is displayed for information purposes only.

Submitting Organization: NASA Foreign PI Support Organization

Notes:

- The submitting organization will have the ability to view and edit the proposal.
- Linking an organization to a proposal is permanent. Once the link is established, it cannot be removed. If you are not sure about linking to an organization, choose "Do Not Link At This Time" from the drop down menu.

[Continue]   [Cancel]

Click Continue.

Create Proposal

Confirm Proposal Creation

Based on the information you have submitted, you are about to create the following proposal:

Proposal Title:
Step1/Step 2 test by NRESS - please AOR approve this.

For Solicitation Announcement:
NNH12ZDA001N-SHP: Heliophysics Research: Solar and Heliospheric Science

Prior Phase Proposal Import Options

Type	File Name

If this is correct, select "Save" to create the proposal and continue on to the edit proposal screens.

[Save]   [Cancel]

Click Save. Now you have the start of your Step-2 proposal and you will be on the "View Proposal" page. Note that some things have carried forward – like your abstract and your team members.

- UPDATE the proposal summary (abstract) to reflect the Step-2 activities.

- Read the program element to learn any restrictions on changing anything; many programs have limitations on changing team members and some have limitations on changing the title or the nature of the proposed work.

From here forward, it looks like what you expect for a standard proposal. Please be sure to check and complete all "cover page elements".

Because this is now a normal full ROSES proposal you must do all of the normal required things such as:

Answer the required questions in the Program Specific Data section of the cover page. The proposal cannot be submitted if it/they is/are not answered.

Unless otherwise stated in the program element text, a total budget file must be uploaded as a separate PDF file using the "Total Budget" document type (see Section IV(b)iii of the *Summary of Solicitation* for a discussion of budget submission). See also the FAQ on budgets and redaction.

If you will need any NASA-provided high-end computing (HEC) resources you must upload a separate PDF describing your requirements. See Section I(e) of the *ROSES Summary of Solicitation* for information on this process. Unless otherwise explicitly allowed by the program element, this is the ONLY document that may uploaded as an "Appendix" document type attachment.

Read your program element carefully if the program is a Dual Anonymous Peer Review (DAPR) program. There are requirements about proposal content and an additional uploaded file.

You can reach the NSPIRES Help Desk at (202) 479-9376, or by email at nspires-help@nasaprs.com.

Points of contact for all calls can be found here.

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